

Space Family Education, Inc. Board of Director's Open Meeting

Special Walk-on

Mr. Robert Hall and Ms. Candace Hunt from JSC Human Resources Office joined us for a special introduction. Mr. Hall has been our NASA liaison since the start of the JSC Childcare Center. Mr. Hall gave us a history of some of the studies in the early days to consider whether or not to have an on-site childcare center. He spoke about his involvements in defining the management structure for a childcare center (corporation), the policies and procedures for integrating it into NASA JSC, the contacts and liaison between NASA and the childcare center, and as our NASA liaison. Mr. Hall complemented the SFEI for its operations and management. Mr. Hall said that after 40 years with NASA he is retiring from NASA, and he introduced Ms. Candace Hunt as the new NASA liaison for childcare center.

Ms. Hunt gave a brief biography of herself. Ms. Hunt doesn't have any children of her own. She has been with NASA Human Resources Office for 11 years, and has worked in many areas here at JSC. She is open to changes and opportunities. She likes to listen and observe first before taking action.

Ms. Hunt was introduced to the Board Members, Director, and others at the meeting. Ms. Hunt was made aware of the old building and the summer camp situation, and she reassured us that she and the JSC COD understand about our needs for a facility for summer camp.

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

Ms. Shelley is still out from her recent surgery.

We still do not have a new language teacher yet. Ms. Hirning is working on getting one for the new school year.

Ms. Hirning is working with the computer teacher, currently providing computer enrichment for summer camp, to possibly teach and putting together a program for the regular school year children.

Some parents asked about having dance as part of the enrichment. Ms. Hirning said that she would look into it and report back.

Operations

Facility:

One of the parents reported to Ms. Hirning that the new X-38 cabin mockup is not safe, because the children tend to want to climb on top of it. A suggested fix is to affix non-slip tape on it and/or instruct the children not to climb on top.

NASA is still working on a drainage system to drain the water in the playground between the buildings (older kids playground). An odor developed from time to time from the stagnant water.

On July 7th, the walk-in cooler was found off or broken. NASA Security said that someone had pulled the circuit breaker, but not sure who did. Security let some in to work on the facility the day before. The kitchen had to throw away some milk and other stuffs.

Special Events:

Summer camp is doing well. We're averaging about 65 children per day.

Next Wednesday and Thursday we will have a fundraiser. See the flyers in the children cubbies for more details.

Other:

The old school bus is going through some major repair work. It keeps having problems. The Board pointed out that NASA (Transportation) owns the old school bus.

Ms. Hirning wanted one more computer for room 5. Ms. Thompson-Fowler, one of the parents from ISD, is drafting a letter for Ms. Hirning requesting NASA to donate a computer to the Center.

Ms. Lewis asked whether the room supply lists could be email'ed to parents soon for them to start purchasing supplies for the coming new school year.

Ms. Lewis asked about the water in the playground/walkway. Ms. Hirning stated that NASA facility people are still figuring out what to do to fix it.

One of the parents asked about whom to ask about tuition and payment status when Ms. Shelley is out. Ms. Hirning reported that Ms. Ramsey would be able to address some of those questions by accessing Ms. Shelley's computer.

Committees Report

Education Curriculum

No report

Playground

The X38 play structure is already in place!

Newsletter and Webpage

Ms. Lewis will call to see if new member would like to be newsletter editor.

Ms. Hirning asked Ms. Lewis about the status of the Parents Handbook. Ms. Lewis reported that she would like to add a new requirement regarding US citizen, and that it would be ready by the start of the school year.

Room-1

No report

Room-2

No report

Room-3

One of the parents in room 3 requested/suggested to have two slip-n-slide setups so that the children would have more time on it. Ms. Hirning explained that the one slip-n-slide setup is booked for the entire day, and that the children should have another session in the afternoon to play in it. It could be that some teachers were reluctant to go through the hassle of preparing and changing the children (swim suit, sun block, change back into dry cloth), and not taking the children out in the afternoon break. Ms. Hirning will discuss this with the teachers.

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reported that she is late on renewing the agreements with those facilities that we've selected as our off-site evacuation sites. Ms. Lewis will also work with Ms. Mason to transfer this and other P&P duties.

Ms. Lewis reported that the Center still has full enrollment for August. It is possible that the Kindergarten room will have less than 18 children.

Ms. Lewis will finish updating the Parents Handbook and provide it to Ms. Hirning.

Treasurer (Laurie Garcia)
Absent.

Ms. Hirning reported that she received a financial report from Ms. Garcia, but did not have one for the BOD meeting.

Ms. Lewis reported that she is trying to meet with Ms. Garcia to work on the transition of the treasure duties.

Ms. Gomez reported that the summer camp teachers salary is not done correctly on the books and that she will correct it. Financially, we are doing well so far, which is typical of the summer because of summer camp.

Ms. Lewis pointed out that we are collection tuition from 120 children in summer, and we will have 128 children by August.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he's late on sending out a notice to parents/members on NASA Security rule regarding non-US citizen and JSC access. He will work on updating the Contact and Transportation Information form to include a check box for US citizen. Mr. Nguyen has filed two requests for non-US citizen parents through NASA Foreign National Management System (NFMMS). NASA Headquarter would process these requests before allowing JSC Security to put these individuals on the Gate List.

Mr. Nguyen in working with Ms. Coppedge to transfer the membership email distribution list. Ms. Coppedge will maintain the distribution list from now on.

Mr. Nguyen is working on updating the By-Laws to include the recently adopted Amendment 11.

Mr. Nguyen and Ms. Hirning recently met with Ms. Thompson-Fowler, from ISD, and other ISD folks to review requirements and upgrade plans for the computers at the Childcare Center. The plan is all the older computers, in the labs and in some rooms, will be refreshed, and all will have access to the internet. NASA will set up a Special Purpose Isolation Firewall (SPIF) network for the Childcare Center to prevent inadvertent access to JSC network. Ms. Hirning's printer will be relocated to the computer lab for use as a network printer. Therefore, the Board should consider buying an inexpensive printer for Ms. Hirning.

Ms. Hirning reported that the ParentWatch monitor and VCR in her office is broken, and that she is uncertain if they are our purchased equipment or ParentWatch's. Mr. Nguyen has the action to look into temporary hooking up the ParentWatch video feed into the TV set in Ms. Hirning office.

Vice President (Erica Vandersand)

Ms. Vandersand suggested that Ms. Hirning should give Ms. Hunt a tour of the facility. Ms. Candace Hunt is the Childcare Center new NASA liaison replacing Mr. Robert Hall, who has been the NASA liaison for the Childcare Center since its inception.

Ms. Vandersand said that when the NASA facility people come to remove the old building, they would bring in big equipment and vehicles, and that it could be a show and excitement for the children to watch.

Ms. Vandersand also suggested doing something nice to thank Mr. Hall and brought up ideas such as a signed, by the children, framed picture of the Childcare Center, etc... Ms. Vandersand has the action to figure what to do to thank Mr. Hall for all of his help and support.

President (Susan Gomez)

No report

SFEI Members Report

Walk-ons

One parent had some questions and comments:

- 1) The BOD meeting minutes on the webpage are not up to date. Mr. Nguyen will check with Ms. Moreland to provide her with all the meeting minutes.
- 2) Will the Center have someone to replace Ms. Brooks? Ms. Hirning reported that she has already hired a teacher from Gloria Dei for enrichment, and that she is very good.
- 3) At last year Open House, it was discussed that no double parking is allowed under the covered driveway out front, but some parents are still found double parked or parked in handicap zone. The parent asked whether the Center could provide some organized drive through pick-up when the weather is bad. The idea sounds good, but Ms. Hirning stated that we don't have extra teachers in the afternoon to take the child(ren) out to the car. Ms. Hirning said that she would consider the idea, but does not know how to do it yet. Mr. Nguyen suggested utilizing surveys to determine this and other services needed or wanted by the parents, and that the Policies and Procedures committee could discuss these ideas and come up with solutions.

A suggestion was brought up about skipping naptime in the Kindergarten room. Ms. Lewis suggested that the parents could talk to Ms. Ramsey.

Old Business

None

New Business

None

The next meeting will be August 21, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM